



TIS/CIR/12/23-24

**CIRCULAR**

**17 April 2023**

**Classes: Nursery - XII**

**CYBER SAFETY POLICY**

Dear Parents,

***“Bullying in any form is strictly prohibited inside or outside the school premises and no such act will go unnoticed or unpunished”***

This Cyber Safety Policy of Tagore International School, East of Kailash, explains the desired Student Code of Conduct. This policy is to engage all students, teaching and non-teaching staff and parents in an effort against cyber bullying, as part of the moral and administrative fabric of the school.

Our school has an obligation to provide a safe, secure and caring environment. We maintain a zero tolerance policy towards bullying of students and staff, either using technology or otherwise.

- **DEFINITIONS**

- **Cyber safety** refers to safe and desirable practices in online environments and in the use of electronic and ICT equipment devices.
- **ICT Equipment/devices** include but is not limited to, computers, laptops, tablets, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.
- **Cyber Bullying** involves the unwanted use of electronic equipment devices to harass and cause discomfort to other members of the school community.

- **IMPLEMENTATION**

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes:

- appropriate use of language
- upholding democratic values
- respect for diversity and equality
- respect for privacy and dignity of others
- no violation of the human rights
- not visit any inappropriate sites
- respect for people's property (e.g. copyright)

- **BEHAVING SAFELY ONLINE MEANS**

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting a parent/ guardian or teacher know if something is 'not quite right'

These principles of safety and responsibility apply to Internet and social media use at home and at school.

- **THE SCHOOL WILL**

- make students aware of the benefits and risks of using ICT.
- integrate cyber safety education into the curriculum with other school safety issues.
- promote staff awareness of their professional responsibilities for students' well-being in the area of cyber safety.
- provide information to parents through information on school website, website, posters and workshops.

• **THE STUDENT WILL**

- sign an agreement to abide by the school's cyber safety policy that aims to prevent bullying and harassment.
- ensure that all material being accessed on the internet is appropriate.
- seek clarification about accessing websites or other sources of information where they may be unsure of content.
- ensure that their communication with other students, staff members and community members does not result in personal harassment, vilification or attack. This includes, but is not limited to, written words and the posting of images.
- ensure that they do not log in using a fake identity.
- report any communications which are inappropriate, to parents/guardians or a teacher, when ICT equipment devices are used out of school time.

• **THE PARENT WILL**

- explain the "internet use permission form" to their ward/s.
- support the school in encouraging responsible use of ICT equipment/devices by their ward.

• **SCHOOL BASED ACTIONS AND CONSEQUENCES**

- If a student is found to be involved in any misconduct, it will be considered an informed decision/choice by the student to engage in such activity. It will NOT be considered a mistake. The following action may be taken in such situations:
  - Oral/Written warning.
  - Suspension from attending classes/school for a specified period.
  - Withholding or cancelling the result.
  - Expulsion/Rustication from school in extreme cases.
- This policy will be reviewed annually.

Warm regards

(Mallika Preman)  
**PRINCIPAL**

TIS/CIR/12/23-24

**CONSENT FORM**  
**Classes: Nursery – XII**

**17 April 2023**

I \_\_\_\_\_ Parent of \_\_\_\_\_ of Class & Sec. \_\_\_\_\_ has read and understand the Cyber Safety Policy of the school. I will ensure that my ward follows the same. If she/he is found violating any rule/s strict action will be taken against her/him.

\_\_\_\_\_  
**Name of the Parent**

\_\_\_\_\_  
**Signature of the Parent**

\_\_\_\_\_  
**Date**